

ADMINISTRATIVE - INTERNAL USE ONLY

13 September 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (6 - 12 September 1984)

A. PROGRESS ON ACTION ITEMS

1. Representatives of the Information Resources Management Division (IRMD) met with the Director, Office of Imagery Analysis (OIA), and members of his staff to discuss the IRMD audit of OIA's information management program. D/OIA was most receptive to the findings and indicated that OIA would definitely benefit from the recommendations. An official audit report is being prepared by IRMD and will be coordinated with OIA prior to its formal submission to that office.

2. OIS's referent to the new Headquarters Building Project Office briefed the OTS Support Officer, the OTS RMO, and another OTS representative on plans for Information Services Centers (ISC) in the new headquarters building. The OTS Support Officer said he would endorse the proposed OTS/ORD ISC. He also offered his staff's cooperation and assistance during the planning and design phases of the ISC program.

3. OIS has forwarded a request to the National Archives and Records Service (NARS) initiating the transfer to the National Archives of another 110 cubic feet of permanent OSS records reviewed by DO/IMS. (For previous reporting on this subject, please refer to OIS Weeklies dated 7, 14, 21 March and 2 May 1984.) This is the second increment of OSS records released to NARS and the first released under the memorandum of understanding between the DDA and the Archivist of the United States that modified the restrictions originally placed on public access to the OSS records. The records will be transferred upon receipt of shipping instructions from NARS.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Of interest to all Agency components is the notice of a name change within OIS. As Esso became Exxon, the Regulations Control Division (RCD) is becoming RPD, the Regulatory Policy Division.

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Management of CIA regulations is a unique activity. In order to project a more accurate image of the activities of RCD--now RPD--we turned to "Webster" for a definition of policy in juxtaposition to regulation. The key definition found was "a high-level overall plan embracing the general goals and acceptable procedures, especially of a governmental body". We believe that this clearly spoke to the activities of this division; this change, therefore, is being made to reflect more accurately the responsibilities of the division in the discharge of its duties in editing, coordinating, and publishing the regulatory issuances of the Agency.

2. The Director of Security requested OIS assistance in making a security review of a memo written by a former Agency employee entitled "Chart and Analysis on Threshold Test Ban Treaty." The request for the security review was generated by the Department of Energy, which is examining this former employee's security clearance status as he is now a member of a Senate staff. The Classification Review Division (CRD) has found several items of information in the aforementioned memo and its attached analysis chart that are considered classified as [redacted] CRD's review analysis has been reported to the Director of Security.

3. IRMD has begun a review of the Office of Communications/Office of Logistics Information Management Center. This review is a follow-up to a survey done by IRMD in 1982 and will focus on current tasking and staffing requirements.

4. Two classification review officers from CRD began a two-week TDY reviewing classified records held at the Eisenhower Presidential Library in Abilene, Kansas. The Chief of the Agency's Archives and Records Center (AARC) will join the CRD officers on 17 September to compare archivist activities and procedures between the Library and AARC.

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